

Consent  
PW 9/3  
CB 9/10



**Request for Change Order**  
Procurement Services Division  
Attach copies of all prior Change Orders

Date: Aug 9, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 5471-0001 SERV	<b>Original Purchase Order Date:</b> Nov 1, 2021	<b>Change Order #:</b> 2	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Builders Chicago Corporation		<b>Vendor #:</b> 11624	<b>Dept Contact:</b> Clara Gomez
<b>Background and/or Reason for Change Order Request:</b> Decrease PO Line 1 \$37,063.50, PO Line 2 \$14,992.33, PO Line 3 \$4,279.23, PO Line 4 \$5,688.91 and close contract			
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE	
A	Starting contract value <span style="float: right;">\$192,520.00</span>
B	Net \$ change for previous Change Orders <span style="float: right;">\$20,000.00</span>
C	Current contract amount (A + B) <span style="float: right;">\$212,520.00</span>
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease <span style="float: right;">(\$62,023.97)</span>
E	New contract amount (C + D) <span style="float: right;">\$150,496.03</span>
F	Percent of current contract value this Change Order represents (D / C) <span style="float: right;">-29.19%</span>
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) <span style="float: right;">-21.83%</span>

DECISION MEMO NOT REQUIRED	
<input type="checkbox"/> Cancel entire order	<input checked="" type="checkbox"/> Close Contract
<input type="checkbox"/> Change budget code from: _____ to: _____	<input type="checkbox"/> Contract Extension (29 days)
<input type="checkbox"/> Increase/Decrease quantity from: _____ to: _____	<input type="checkbox"/> Consent Only
<input type="checkbox"/> Price shows: _____ should be: _____	
<input checked="" type="checkbox"/> Decrease remaining encumbrance and close contract	<input type="checkbox"/> Increase encumbrance and close contract
	<input type="checkbox"/> Decrease encumbrance
	<input type="checkbox"/> Increase encumbrance

DECISION MEMO REQUIRED	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below: _____	

CG	5690	Aug 9, 2024	x6800	Aug 12, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Date
<b>REVIEWED BY (Initials Only)</b>				
Buyer	Date	Procurement Officer	Date	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	